



**Managed Risk Medical Insurance Board**

1000 G Street, Suite 450

Sacramento, CA 95814

(916) 324-4695 FAX: (916) 327-6245

[www.mrmib.ca.gov](http://www.mrmib.ca.gov)

## **JOB OPPORTUNITY BULLETIN**

*Join an exciting, fast-paced, and highly visible office!  
Close to Bus Routes, Light Rail, & Parking Garages*

**Staff Services Analyst (G)**

**Monthly Salary: \$2,817 - \$4,446**

**One Permanent Full-Time Position and  
One Limited Term 24 Month Full-Time Position**

**MAY BECOME PERMANENT**

**Location: Downtown Sacramento**

**Position Number: 443-300-5157-004**

**Refer to Job ID#10-LEG**

**Final Filing Date: September 3, 2010**

**PENDING BUDGET APPROVAL**

**General Statement of Duties:**

Under direct supervision of the Chief Counsel, the Staff Services Analyst (SSA) is responsible to assist Managed Risk Medical Insurance Board (MRMIB) attorneys, performing a variety of research and analytical functions. MRMIB is a five-member appointed board (housed within the California Health and Human Services agency) that operates the Healthy Families Program (health coverage for low-income children), the Access for Infants and Mothers (AIM) program, the Major Risk Medical Insurance Program (MRMIP) and the Pre-Existing Condition Insurance Program (PCIP) through contracts with health plans and other contracted vendors.

**SPECIAL REQUIREMENTS**

- Must have analytical skills.
- Must write competently.
- Must be capable of managing and organizing a variety of projects simultaneously.
- Must be capable of responding to, and coordinating, requests from multiple requesters.

**DESIRABLE QUALIFICATIONS**

- Commitment to learning about proposed approaches to providing health coverage for uninsured and uninsurable Californians.

**OTHER EXPECTATIONS**

- Demonstrates commitment to performing duties in a service-oriented manner.
- Demonstrates commitment to maintaining a work environment free from discrimination and sexual harassment.
- Maintains good work habits and adheres to all policies and procedures.

**Who May Apply:**

Individuals who have status in the classification, list, transfer or reinstatement eligibility may apply. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees. Interested parties should submit a Std. 678, State Application (available at [www.jobs.ca.gov](http://www.jobs.ca.gov)). In the Explanation Section you must list the JOB ID # 10-LEG, the position #443-300-5157-004 and the basis of eligibility. For list candidates, attach your examination results. **Send to:**

**Managed Risk Medical Insurance Board  
1000 G Street, Suite 450  
Sacramento, CA 95814  
Attn: Robin Conover – Personnel**

**Applications must be RECEIVED in the Personnel Office by 5:00 p.m. on the Final Filing Date: September 3, 2010.**

If you have questions regarding this information, please contact Robin Conover at (916) 445-3940.

*Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.*